

Welcome, Training Agents!

June 21, 2007

Agenda

- ☐ **Training Materials Development**
- ☐ **Prototype Course Report**
- ☐ **Workforce Transition Update**
- ☐ **Instructor Certification**
- ☐ **Review Training Timeline**
- ☐ **Key Dates**

Training Materials Development

- ❑ 36 courses
- ❑ Approved by BEACON Functional Teams
- ❑ Mapped to SAP roles
 - Detailed matrix
- ❑ Course outlines under review
- ❑ Course development is underway



Prototype Course

Thank you for your participation

Workforce Transition Update

- ☐ **Role Mapping complete this week**
- ☐ **Impact Assessment compilation complete**
- ☐ **Training-related assessment summary**
 - **Ensure people receive training appropriate to their jobs**
 - **Plan to train large number of employees that require Employee Self Service (ESS)**
 - **Explore methods to prepare employees with low computer proficiency levels; be aware that not all employees have email accounts**

Instructor Certification

- ☐ **75 instructors!**
- ☐ **Multiple roles**
 - ☐ **Lead Instructor**
 - ☐ **Class Navigator**
 - ☐ **Transition Center Advisor**
 - ☐ **Virtual Classroom Instructor**
 - ☐ **Super User**

Instructor Certification – Phase I

Objectives:

- ☐ **Onboard instructors**
 - **Project BEACON Overview**
 - **Explain instructor certification program**
 - **Define instructors' roles**
- ☐ **Provide first look at SAP**
- ☐ **Explain adult learning principles**
- ☐ **Define differences between technical training and soft skills training**
- ☐ **Provide teaching opportunity**

Instructor Certification – Phase I

After the Workshop:

- ☐ **Review evaluations with Training Agents**
- ☐ **Agree on instructors' roles**
- ☐ **Assign courses to instructor**
- ☐ **Training Agents provide feedback to instructors and their managers**



Instructor Certification – Phase II

July –August

Activities:

- ☐ **Teach SAP Basic Navigation course**
- ☐ **Change impact overview**
- ☐ **Self-study activities – review documentation**
- ☐ **Practice SAP transactions**
- ☐ **Short presentations**



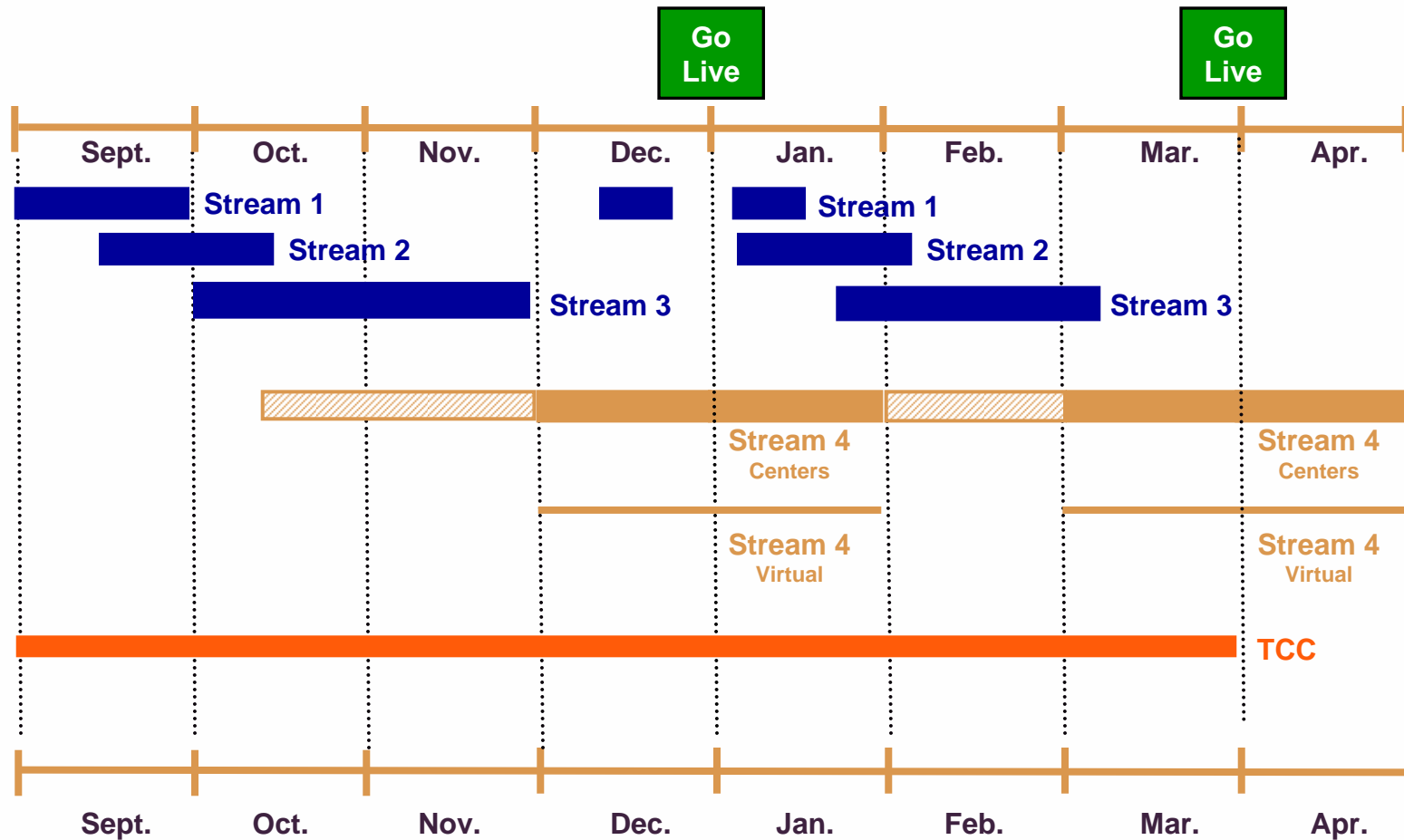
Instructor Certification – Phase III

August – early September

Activities:

- ☐ **Curriculum reviews**
- ☐ **Dry run**
- ☐ **Final classroom and delivery logistics workshop**

Learning Deployment – Delivery Model





What's Next?

Target Date	Activity
June 25-27 July 9-11 July 16-18	Instructor Certification, Phase I
July	Instructor Certification, Phase II
Aug – early Sep	Instructor Certification, Phase III
Preliminary schedule for group 1	August 1
July	Determine instructors' roles and courses
Wed, Aug 1	Training Agent Meeting